



FY2017 Human Services Grant (HSG) Program Application – Instructions

Grant Application and Instructions are available on-line at www.norfolk.gov/HumanServices

2017 HUMAN SERVICE GRANT PROGRAM (HSG)

The City of Norfolk's Adopted Fiscal Year 2017 (FY 2017) Budget includes approximately \$662,000 for grants to non-profit service organization(s) and city of Norfolk departments to increase resources for direct services to Norfolk's at-risk populations of children, families, the elderly and disabled residents, and those experiencing homelessness. **Awards are limited to \$60,000 per eligible direct service item as described under Program Priorities.**

All questions on the application should be answered thoroughly. Please attach additional documentation as needed. Responses to questions 1 through 8 must be limited to 6 pages (not including IRS designation, operating budget, and 2015 Federal Income Tax return).

PROGRAM PRIORITIES

All grant funds shall be used to increase capacity and outcomes of programs that improve the lives of Norfolk's children, families, elderly and disabled residents, and those experiencing homelessness. Priority services for HSG funding are as follows:

- I. Homeless Services – Housing stabilization/Case Management – first priority for funding.** If funds are available the following services will be considered: Medication, Broker/Support Services, and Transportation
 - A. Services that provide housing stabilization services and/or housing focused case management services** which support the City of Norfolk's Tenant Based Rental Assistance (TBRA) program and may additionally support other housing programs of the City of Norfolk or the Southeastern Virginia Homeless Coalition (SVHC).

Such services address the needs of a household moving from literal homelessness to housing and must be available throughout the participation period as designated by the program.

Priority will be given to proposals serving (in priority order) chronically homeless households, veterans, single adult individuals and families with children who have been experiencing homelessness for long periods of time.

- B. Services that provide for **access to medications** for at-risk populations by leveraging available funds through partnerships with low-cost/free medication programs.
- C. **Broker and support services** to assist with securing housing for the homeless. Specifically seeking proposals which will increase the availability of housing locating/broker services to identify and secure rental units in coordination with potential clients, potential landlords and housing focused case management services.
- D. Services that provide low cost/efficient access to public and private **transportation alternatives** which assist people experiencing homelessness to reach essential services.

II. Parent Education and Educator Quality Improvement, Support Services, and Youth Development

- A. **Increase knowledge** of child development, promote bonding and positive adult-child interactions and teach skills to support the positive development of children.
- B. **Provide education** about the importance of early childhood development, parenting, age appropriate behaviors and expectations and teach effective discipline techniques.
- C. **Teach resiliency skills** to assist parents to manage stress, cope with difficulties, problem solve and make good decisions.
- D. **Promote family activities** to reduce stress, provide recreation and increase social supports.
- E. Increase **responsible father involvement**.

Positive Youth Development

- A. Provide opportunities to **promote the social and emotional competence of children** and protect against problems.
- B. Provide opportunities and to **increase healthy peer relationships and community engagement** through participation in social, recreational, leisure and cultural activities.
- C. Increase **positive influences in the lives of youth** to promote academic achievement, independent living and workforce development skills.

III. Services for the Aging and those with Disabilities

- A. Services that support the aging population, **assist individuals to age gracefully** in their own homes and maintain healthy lifestyles.
- B. Services that support **independent living** for the at-risk disabled population.

IV. Food for the hungry

- A. Services that **expand access to nutritional food** items (i.e. fresh vegetables and fruit) as well as other food items to communities that are food deserts.

V. Job Training

- A. Services that expand access to **career development** programs and **employment opportunities for at risk populations**.

APPLICATION HIGHLIGHTS

- Solicitation period is July 11, 2016 through August 8, 2016.
- Applications must be received by the Norfolk Department of Human Services **no later than 5:00 p.m. August 8, 2016**. Late applications will **not** be accepted.
- Available funds may be awarded to either new projects or to projects seeking refunding of existing HSG Program grants. **Refunding is not automatic**. An existing grant may be renewed if sufficient data is presented to demonstrate it is operating satisfactorily, and a new application is submitted and approved for re-funding.
- Applications should be saved as a Word or PDF document and emailed to:

Norfolk Department of Human Services
Lada Bardoun, Business Manager

lada.bardoun@norfolk.gov

- Complete proposals will be reviewed, evaluated, and awarded by September 30, 2016.
- The FY 2017 HSG contract period will be October 1, 2016 through September 30, 2017.

APPLICATION - PROCESS AND SUBMISSION REQUIREMENTS

Questions regarding this application should be addressed to:

Lada Bardoun, Business Manager
Department of Human Services
757-664-6071

lada.bardoun@norfolk.gov

GRANT GUIDELINES

Applicant Eligibility

- ☐ An organization must submit a proposal to provide services that enhance human service programs for at-risk Norfolk residents as described under program priorities.
- ☐ Proposals that represent collaboration and partnerships involving more than one organization are encouraged. Such collaboration and partnerships may be public-private or multi-jurisdictional (i.e. with the State or other cities).
- ☐ The lead organization applying for the grant must have an IRS designation of 501 (may be c3, c6 etc.) or be a Norfolk City department. The organization should attach a copy of the IRS letter of designation to the application.

Grant Application Requirements

- ☐ There is a six (6) page limit to the response for questions one (1) through eight (8). It should be single-sided pages, single spaced with 12-point text font and one inch margins and should be in either Word or PDF format.
- ☐ Grant applications must state the targeted population that will be receiving services.
- ☐ All applicants awarded 2016 HSG funds must describe the program's prior years' outcomes and how FY 2017 funding will build upon prior years' service(s). Include an assessment of the project's prior year results as supported by data. The response should provide a clear and concise description of notable achievements and/or program successes due to the HSG award.
- ☐ If using in-kind resources please give a detailed description AND identify an estimated monetary value in the project budget documentation. i.e. public service announcements, billboard ads, based on market rates, volunteer hours @ national rate of \$22.14, etc.
- ☐ A copy of the previous year's total operating budget should be attached to the application (this will not count towards the 6 page maximum for the proposal).

- ☐ In a separate attachment, provide a brief narrative justification for each requested budget item demonstrating how the requested items are essential to supporting the program requirements described in the Program Description section.

Performance Measures

- ☐ Describe how the performance of the proposed strategy will be monitored and measured, including:
 - the specific data to be collected;
 - the frequency of data collection;
 - the method of data analysis; and
 - the means by which the strategy will be monitored and/or modified to ensure successful implementation.
 - If applicable, include a brief description how the data collected supports the goals described in the City of Norfolk's FY 2017 HUD Consolidated Plan

APPLICATION RATING

Each application will be read and reviewed by designated City of Norfolk staff. Staff comments will be presented to a review team for a final recommendation. The review process involves ensuring all criteria of the RFP are met, all parts of the application are answered, and the overall quality of the application. Final team recommendations will be forwarded to the City Manager who will make the final award decisions taking into consideration the recommendations of the reviewers, the quality of each application and the criteria set forth in the RFP.

BUDGET GUIDELINES

- ☐ Complete the budget in full using the chart in the application. Detail the proposed cost for each expense (rounded to the nearest dollar). The detailed budget lines are to be directly related to program implementation and *must be sufficiently justified*.
 - Those agencies requesting part-time and/or full-time positions must indicate the title of the requested position and actual percentage of time to be spent on Program activities.
- ☐ Itemize the amounts for each type of expense to be charged, the amount requested from HSG, other sources of funding, any in-kind match dollars (not required). Provide the total for each expense type and program total.
- ☐ In a separate attachment, provide a brief narrative justification for each requested budget line item describing how the requested items are essential to supporting the program requirements described in the Program Description section.

Ineligible Costs – these costs will not be funded

- ☐ Capital outlay items such as equipment, technology, computers.
- ☐ Purchasing, leasing, repair or upgrade of buildings or infrastructure
- ☐ Purchasing, leasing or repair of vehicles
- ☐ Administrative costs or indirect rates

BUSINESS ORGANIZATION AND CREDENTIALS

Additional Information (not included in the 6 page limit):

1. Synopsis of your business qualifications to include, but not limited to, the business plan, product design philosophy, client support infrastructure.
2. Audited annual corporate financial statement for the three most recent fiscal years or other financial reference which demonstrates the organization's financial capacity.
3. A copy of the previous year (2015) Federal Income Tax return:
 - Form 990, *Return of Organization Exempt from Income Tax*,
 - Form 990-EZ, *Short Return of Organization Exempt from Income Tax*, or
 - Form 990-PF, *Return of Private Foundation*